

Job Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

'Why you feel you are suitable for this position'

1. Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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Do you hold a full, clean driving licence valid in the UK?

Yes No

Do you have right to work in the UK?

Yes No

2. Preferred hours

Please tick,

Full time

Part time

We like our workers to be willing to work flexibly across the week and need to know when other commitments mean you could not be available to work:

Please tick when you are unavailable:

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

3. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

4. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Leaving Date:

Reason for Leaving:

Salary on leaving this post:

Contact Name of Line Manager for reference:

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

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Date Started:

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Leaving Date:

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Reason for leaving:

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Salary on leaving this post:

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Contact Name of Line Manager for reference

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Brief description of duties:

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Continue on separate sheet if necessary

Reason for leaving?

5. Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification. Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.

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Continue on a separate sheet if necessary

6. Reasonable Adjustments/Arrangements for Interview (if any)

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Are you subject to any conditions relating to your employment in this country? **YES / NO**

If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

Are you closely related or married to a staff or Director of Bentincks Ltd.? **Yes / No**

If yes, please state the name of the staff or Director and nature of this relationship below:

If appointed when could you start? Give period of notice if applicable

References

Please give the detail of **two** references – see guidance sheet for further information.

Name of Referee and relationship to you:

Address:

Postcode:	
Email:	Tel:

Name of Referee and relationship to you:

Address:

Postcode:	
Email:	Tel:

Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that Bentincks Ltd. can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

GUIDANCE SHEET

Please read through the following guidelines that will help you complete the application form.

- Complete all sections of the form.
- Make sure the information you are providing is correct and always read through your final version before you send it.

To complete your application:

- Please fill clearly in black or blue ink.
- Ensure you clearly state the job title you are applying for.
- In the 'Employment History' section you must state why you have left a position.
- Always explain any gaps in work history.
- Proof of qualifications and membership to professional bodies may be required.

References

We will take up professional references once you have been interviewed and provisionally offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity.

Ensure you return your application in good time before the closing date.

Good luck with your application and thank you for your interest in Bentincks Ltd.